

***State of Washington  
Department of Transportation  
Notice to Consultants  
Seattle Ferry Terminal - Long Range Development Plan***

Washington State Department of Transportation (WSDOT) solicits Statements of Qualifications from consultants interested in providing architectural, planning, environmental engineering, and engineering services for Washington State Ferries (WSF.) The approximate dollar value of the consultant agreement will be \$9 million to \$15 million dollars.

**Project Description**

The purpose and goal of the project is to expand the existing terminal by 2012 to accommodate existing and future passenger and vehicular travel demand through Colman Dock by 2012. This project will include replacement of the remaining timber trestle located in the central and northern holding areas; replacement of the existing terminal building with a new terminal that includes space for future passenger growth and provides expanded revenue generating opportunities for the State of Washington; expansion of the existing vehicular holding areas to accommodate future growth; new marine facilities (vehicle and passenger docking and transfer facilities), improved transportation connections to the downtown, improved public spaces, and the upgrade of existing power facilities. The project will be phased.

Phase 1 of the project will:

- Develop architectural solutions to the replacement of the existing terminal building;
- Study redevelopment options using existing documentation supplemented with new analysis as appropriate;
- Evaluate financial viability of considered options;
- Consider the addition of one south-sound route into Seattle, from either Vashon or Southworth;
- Perform preliminary architectural/engineering analysis and design necessary for environmental review;
- Prepare environmental documentation (EA or EIS) for the proposed development; and
- Prepare a summary design report (15% level of design) that defines the basis of final design.

Phase 2 of the project will prepare the final PS&E documentation necessary for construction and assistance through bidding. Phase 2 of the work is optional and will be implemented at the sole discretion of the State.

Phase 3 will construct the project. The consultant will provide support services during construction. Phase 3 of the project is optional and will be implemented at the sole discretion of the State.

***Schedule***

The project schedule is forecasted as follows:

- Phase 1 – Architectural, planning, environmental, and preliminary design: Beginning January 2004, 3-year duration;
- Phase 2 -- PS&E, permits, and bidding: Beginning January 2007, 18-month duration; and
- Phase 3 -- Phased construction: Beginning January 2008, 4-year duration.

This project is an important element of WSF's overall strategic vision of creating a "quality based" work environment and delivering cost effective projects that provide value to our customers. The successful consultant shall:

- Demonstrate an understanding of the project management systems being implemented by WSF and how they will be integrated into the delivery approach to this project;
- Demonstrate a clear understanding of the guiding principles included within the WSF vision statement and how their approach to the work will insure these principles are achieved during the delivery of the project;
- Demonstrate their ability to develop and implement creative design solutions to complex issues associated with the long-term redevelopment and use of Colman Dock;
- Demonstrate their ability to facilitate open dialogue on issues in public forums;
- Demonstrate experience on similar projects with significant architectural, financial, operational, and engineering goals within a sensitive marine environment; and
- Demonstrate knowledge of all viable contracting methods including the newly acquired authority to use GC/CM contracting on WSF projects.

### **General Scope of Work**

The work under this project shall consist of providing architectural, environmental, financial, and engineering services required for the expansion of the Colman Dock Ferry terminal in downtown Seattle.

The successful consultant team will be skilled in earned value project management and project delivery, risk assessment, change management, quality assurance and quality control, with specific technical capabilities in architectural planning and design, transportation planning and design, marine facilities planning and design, NEPA/SEPA environmental procedures, Seattle land use, Federal, State and local permitting, tribal negotiation, and environmental science. Other areas of professional and technical expertise and experience that would be needed include, but are not limited to: architectural, civil, structural, electrical, mechanical, geotechnical engineering, environmental clean-up, urban design, and coastal engineering.

The initial tasks for the consultant will include: a review of past studies, environmental review of the existing terminal location at Pier 50/52 as well as Pier 48 to the south, developing a strategy for determining the appropriate environmental and permit documentation, designing a risk management process similar to the WSDOT Cost Estimate Validation Process (CEVP), and preparing documentation to manage risk and insure quality of the project deliverables.

The first phase of the project will include identifying criteria and alternatives, preparing planning documentation, evaluating financial options, implementing a risk management process, negotiating with affected Tribes, performing preliminary engineering, determining the



appropriate environmental documentation and permitting requirements, and the development of final environmental documentation prior to final design.

The second phase of the project will develop the final plans and specifications, prepare interim and final cost estimates, and acquire all necessary Federal, State, and local permits required to construct the project.

All public relations work will be done by the State and/or others. The consultant will support the public relations effort. The consultant will provide Project Management services to develop, maintain, and meet the project scope, schedule, and budget, and to manage the consultant team throughout the project. The consultant will be responsible for managing and furnishing all the technical staff to deliver the work product as defined herein.

The State reserves the right to retain portions of the project to complete in-house or supplement consultant services with in-house staff. State staff may work in the consultant's offices. The State has copies of a draft feasibility study and design report available for review at the following address:

Washington State Ferries  
Terminal Engineering  
811 1<sup>st</sup> Avenue, Suite 300  
Seattle, WA 98104  
Attn: Timothy King, Project Manager

The title of the project is "Seattle Ferry Terminal - Long Range Development Plan."

### **Selection Process / Evaluation Criteria**

The selection process Pursuant to state and federal regulations, a qualifications-based selection process will be used to select consultants.

The first step in the selection will include short listing of firms based on written submittals of qualifications. Short listed firms will advance to the interview phase of the selection process equally ranked. The final step of the selection process will interview of short listed firms on the content of their written submittal in addition to their response to one or more project scenarios that will be provided at the time of short listing.

The following information and criteria will be used to evaluate and rank the written submittals and the interview responses:

1. Qualifications/expertise of firms on team;
2. Qualifications ~~and~~/availability of the proposed project manager;
3. Qualifications ~~and~~/availability of key team members (prime consultant and sub-consultants);
4. ~~Firm's Team's~~ project management ~~system and familiarity with WSF earned value PM system approach and capabilities~~ (prime consultant and sub-consultants);



5. ~~Firm's Team's~~ approach to project delivery and financial accountability as well as success in delivering past projects within stated budgets and schedules (prime consultant and sub-consultants);
6. ~~Firm's Team's~~ approach ~~and success into environmental assessment and~~ permitting highly controversial ~~(architectural and engineering) projects in a sensitive marine environment and complex projects~~ (prime consultant and sub-consultants); and
7. References/past performances (prime consultant only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. The scoring criterion includes requirements and/or limitations for the information that is being requested. Scoring criteria will be rated on a scale that varies from 0 (Low) to 20, 30, or 40 (High.) The scoring criteria contained herein and the point value for the scoring criteria contained on the advertisement web site will be used to evaluate and rank the written submittals. The State reserves the right to add to, delete, modify, or add emphasis through changes in the scoring criteria for the evaluation and ranking of the Consultant interviews. The scoring criteria to be used at the Consultant interviews will be provided to the short listed Consultants at the pre-interview meeting.

### **Written Submittals**

A pre-submittal meeting will be held on Monday, November 17, 2003 at 2:00 pm to review the requirements of this Notice and to answer questions from consultants. Attendance at the pre-submittal meeting is optional. The consultants are responsible for their own minutes of the pre-submittal meeting discussions. No other documentation or distribution will be made by the State. The meeting will be held in the Dolphin Conference Room at WSF offices located in the Colman Building at 811 First Avenue in Seattle, WA.

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 6, only.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 7; and
- Your Submittal Information forms for the prime consultant and all proposed sub-consultants.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, December ~~18~~19, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

### **Interviews**

Consultant interviews will be held with short listed firms in January 2004. The Consultant will be required to respond to one or more project scenarios at the interview intended to further define the Consultant’s qualifications and approach to the work. Consultant interviews will be scored independently from the written submittals using criteria that will be distributed at the pre-interview meeting.

Written submittals will be short-listed by ~~Friday~~Tuesday, December ~~19~~23, 2003. A pre-interview meeting ~~to will~~ be held ~~between 10:00 am and 12:00 noon~~at 2:00 p.m. on Monday, ~~December January 225, 2003~~2004, in WSF offices located at 811 First Avenue in Seattle Washington (3<sup>rd</sup> floor of the Colman Building — Dolphin Conference room.)location to be determined. Attendance of the pre-interview meeting is mandatory for short listed firms.

Interviews are tentatively scheduled for ~~Wednesday, January 7, 2003~~the week of January 19, 2004. The final date, times, format, and desired content of the interviews will be distributed at the pre-interview meeting.



Any questions regarding the submittal or interview process should be directed to the Consultant Services Office, at 360-705-7104.

Any questions regarding the technical aspect of this Statement of Qualifications should be directed to Mr. Timothy King, Project Manager for WSF at 206-515-3703.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, November 13, 2003 and Thursday, November 20, 2003.

Corrected Notice Date of publication in the Seattle Daily Journal of Commerce: Monday, December 8, 2003.

Submittals Due: Thursday, December ~~11~~18, 2003.